



USAREUR IATP GUIDANCE

284th BASE SUPPORT BATTALION

INFORMATION MANAGEMENT

IATP Computer User Training and Testing

On 1 Oct 99 USAREUR's new training and testing standards became effective. All computer users currently assigned to USAREUR units and tenants who use the USAREUR computer networks must complete the training and testing before 1 Jun 00. Inbound personnel will train and test as they arrive. Further, all users will sign an USAREUR Computer User Agreement when they are issued their user account (new users) or at their next password change (current users). Unit System Administrators will provide the certificate, which is available on line at the web sites noted below. The unit Information Assurance staff will maintain all certificates.

Because rules governing civilian performance standards are different than those for the military, the testing standards are initially different for soldiers and civilians.

By 1 Jun 00, all USAREUR military personnel who have computer user accounts must obtain a license to be granted access to any USAREUR computer network. Access is defined as having a user account on a local area network at either the unclassified or classified level, if that network is connected to the USAREUR Common User Data Network or the Secure Data Network. Licenses are earned with a score of 80% or better on the user test.

All current USAREUR DA Civilian employees, Local National Employees, NAF employees, and contractor computer users must obtain a certificate of training by 1 Jun 00. This means they must study the USAREUR Computer User Guide (hard copy or web site) and take the test. There is no pass or fail on this test but scores will be recorded for statistical purposes.

Civilian performance standards for those hired after 1 Oct 99 will reflect the new standard, which is identical to the military standard noted above (i.e. a passing score of 80% or better). As performance standards change over time, and as the current workforce rotates, eventually all USAREUR civilian employees will be required to obtain a computer user license.

All tests are offered on line through the USAREUR Automation Training Program (UATP) web site, (<https://www.uatp.hqusareur.army.mil>) when successfully completed, a license or certificate is automatically entered in the UATP database. After 31 May 00, no one will be given a user account on any USAREUR computer network without the appropriate license or certificate.

Users are trained by reading the special USAREUR Computer-User Guide. This is available in hard copy through individual units Information Assurance Officers and is available on line at the UATP web site (<https://www.uatp.hqusareur.army.mil>).

Since computer networking changes rapidly, licenses and certifications "expire" after three years. The process will then be repeated; train by reading the new pamphlet and then take the test. The USAREUR Computer-User license/certification program meets all DA computers training standards.